SAMPLE BUDGET II

The NSE budget is mandated in the NSE policies and it can serve as a practical tool to plan and monitor the services for your consumers. Of equal importance, it can serve as an effective communication tool to the families and support coordinators. The budget form, created by what was the Gwinnett, Newton, Rockdale Region using Microsoft Excel, is easy to use and can meet the above needs.

Instructions for Completing the NSE Budgets:

1. Line Items: Please use the same terminology (name) for the service to be provided in this column as the corresponding terminology in the ISP. Be specific in the ISP and on the budget.
2. Prospective Budget Costs: Enter prospective costs (based on quotes, best guess, or past experience) when doing the initial budget. Initial budgets are always forward looking and are always subject to change as service events unfold. These amounts will total at the bottom of the column but will not affect other totals. This total should equal the "Beginning Budget Total" but may be slightly less if all funds have not been allocated to specific services at the time of the initial budget.
3. Actual Expenditures: Record the actual costs under the corresponding month of service and on the corresponding line for the service item. The monthly expenditures will automatically total at the bottom of the page on the "Monthly Totals" line and will automatically be reflected in the "Total YTD Expenditures" and "Remaining Budget Balance".   Actual line item costs (rows) will also total to the last column titled "YTD totals". This feature will provide you a subtotal by service or if you prefer, budget line item.
4. Formulas in the budget are based on specific cell references so if you add or delete columns and rows, the formulas will no longer make sense or they may not work. There should be sufficient lines (rows) for all services (budget line items).   If you chose to alter the format of the form, you will need to re-insert formulas and check the math to make sure the formulas are calculating properly.   The current formulas are:

Line Item Totals (column O): The formula for the first row (row 4) is =***sum(C4:N4).*** I copied this formula into the following lines with the only change being the row number. These sub-totals are not reflected in the YTD totals at the bottom. These sub-totals only serve to show you the running totals by line item or service.

Monthly Totals (line 34): I selected the cells, lines 4-34, and used the "Auto Sum" function on the excel tool bar.

Beginning Budget Total: This is a **plug number** that will come off the Prior Authorization.

Total YTD Expenditures: The formula for this number is   =***Sum(C34:N34).*** If you click on this total, the formula will appear in the formula bar window at the top of the screen.

Remaining Budget Balance: The formula for this number is   = ***(O35-O36).*** If you click on this total, the formula will appear in the formula bar window at the top of the screen. These are alpha "O's", not numeric zeros.

5. If service is paid from another source, ie donated equipment, please indicate this in the Line Item" column and amend prospective budget costs accordingly.
6. Receipts and other related documentation must be maintained for all line items

Please keep in mind that the NSE accounting process should reflect and document a closed loop including the ISP, case notes, budgets, receipts and Medicaid billing. A good budget is an essential part of the loop.